

# U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

## VACANCY ANNOUNCEMENT NUMBER: 11-168

**OPEN TO:** All Interested Candidates  
**POSITION:** Human Resources Clerk, FSN-6; FP-8\*  
**POSITION NO:** I-54152  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** \*Not-Ordinarily Resident: US\$35,753 p.a. (Starting salary)  
(Position Grade: FP-8 to be confirmed by Washington)  
\*Ordinarily Resident: Rs.562, 582 p.a. (Starting salary)  
(Position Grade: FSN-6)

**OPENING DATE:** October 17, 2011  
**CLOSING DATE:** October 30, 2011

**NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of Human Resources Clerk in the Human Resources Office.

### **BASIC FUNCTION OF POSITION:**

Incumbent performs a variety of Human Resources duties. Assists on American services - prepares cables, update web pass, type letters, files documents. Assists in scheduling candidates for interviews by phone or email, prepares access requests, types memos, escort candidates, etc. Assists in processing personnel actions; filing of actions and documents, maintaining LE Staff personnel folders and subject folders; assists in sending out medical claim lots, distributing checks, if required. Performs other related duties as assigned by supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

### **REQUIRED QUALIFICATIONS:**

**NOTE:** *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. **EDUCATION:** Completion of Higher Secondary School (12 years of Education) is required.
2. **EXPERIENCE:** Three years of administrative or clerical experience is required.
3. **LANGUAGE:** Level III (Good Working Knowledge) Reading/Writing/Speaking English and Urdu are required. This may be tested.
4. **KNOWLEDGE:** A good working knowledge of general office operations and procedural requirements pertaining to functions performed in Human Resources Office. Must be able to Type 45-60 wpm required. A good working knowledge of MS Word specifically database and spreadsheets is required.
5. **ABILITIES & SKILLS:** Must be able to maintain confidentiality. Have excellent customer service skills and work in a team setting. Have good English language skills, converse clearly and have the ability to type 45 words per minute. Must be proficient in MS Word and MS Excel.

**SELECTION PROCESS:**

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

**TO APPLY:**

Interested applicants must submit their duly-filled/completed [DS-174](#) (Application for Employment as LE Staff). Applications will be accepted by e-mail submission only at [HROIslamabad@state.gov](mailto:HROIslamabad@state.gov), the Vacancy Announcement Number (e.g. 11-46) must be mentioned in the subject line.

Please don't attach any documents to your application. Incomplete and submissions after closing date will not be considered. Only short-listed candidates will be contacted for their test/interview. To see all advertised positions, please visit the Embassy Web site [http://islamabad.usembassy.gov/employment\\_opportunities.html](http://islamabad.usembassy.gov/employment_opportunities.html). Only short-listed candidates will be contacted for their test/interview.

**DEFINITIONS:**

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: October 30, 2011**

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.